

Section 14.6 PARAMS MENU

Personnel Data

Default Work Schedule

| | |
|-------------|---|
| Purpose | This section provides the procedures for a user to add, update or delete an employee's default work schedule. |
| Window Name | Default Work Schedule |
| Reminders | <ol style="list-style-type: none">1. The Default Work Schedule window is accessed through the <u>P</u>arams, <u>P</u>ersonnel Data, <u>E</u>- Default Work Schedule items on the menu bar.2. The Default Work Schedule window contains a Selection Criteria window and a Selection List window. Once the selection criteria has been selected or entered and the Select or New button clicked, the Detail button becomes active. The minimum selection criteria is Department. If the Select button was clicked, the data is displayed in the Selection List window. The user may then highlight the data to be updated and click on the Detail button to display the Detail Data window. However, if only one employee was found, the Detail Data window is automatically displayed. If the New button was clicked, the Detail Data window is displayed.3. Once the Detail Data window is displayed, a user may add, update or delete the employee's default work schedule.4. Default work schedules are separate from the standard hours. Each TKU has the option to display the employee's default work schedule on the time entry window. This allows for more efficient time entry. Default work schedules also provide timekeepers the option to generate a timesheet reporting an employee's usual work schedule when time information has not been submitted by the reporting deadline.5. When an employee is appointed to or moved to a new TKU, agencies must set up a new default work schedule for that employee. |
| References | <i>No specific references</i> |

Default Work Schedule

The following window is displayed when Params, Personnel Data, F - Default Work Schedule is selected from the Menu bar. The steps are described on the following pages.

DCDS 03.01.02

File Edit Options Functions Params Reports Window Help

Default Work Schedule

Selection Criteria

Dept: 07 Agency: 01 TKU: Approver: ☐

SSN: -- Name: (6)

Select (7) Detail

Selection List (8)

| Name | SSN | Appt Date | Dept | Agg | TKU | Hours Start Date |
|-------------------|-------------|------------|------|-----|-----|------------------|
| BLACKNEY, ANDRE G | 070-10-1071 | 12/12/1999 | 07 | 01 | 731 | 06/21/2000 |

<=> New Delete Save Close (9)

Ready

DCDS Input Procedures - Default Work Schedule (Selection Criteria)

Follow the steps below to enter selection criteria.

| Step | Field Name | Action |
|------|------------|---|
| 1 | Dept* | <p>Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default.</p> <p>Note: When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list.</p> |
| 2 | Agency | <p>Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default. An agency must be selected in order to select a TKU.</p> <p>Note: When an agency has been selected, all valid TKUs for the agency will be displayed in the TKU dropdown list.</p> |
| 3 | TKU | Select the Timekeeping Unit (TKU) number from the dropdown list or enter the TKU number. |
| 4 | Approver | Click on the Approver box, if you are an Approver, to view all the employees that have default work schedules already defined. |
| 5 | SSN | <p>Enter an employee's Social Security Number, if selecting only one employee. The department, agency and TKU are not required. Click on the Select button and the Detail Data window is automatically displayed.</p> <p>Note: If selecting by name, this field will be inactive.</p> |
| 6 | Name | <p>Enter an employee's last name or partial name of the employee, if selecting only one employee. The department is required. Click on the Select button and the Detail Data window is automatically displayed.</p> <p>Note: If selecting by SSN, this field will be inactive.</p> |

**indicates a required field that must be entered.*

DCDS Input Procedures - Default Work Schedule (Selection Criteria)

| Step | Field Name | Action |
|------|----------------|---|
| 7 | Select Button | Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window, if more than one user was found. However, if only one is found the Detail Data window is automatically displayed. |
| 8 | Selection List | Highlight the employee to be updated and click the Detail button. The Detail Data window will then be displayed. |
| 9 | New Button | Click on the New button, if adding a new default work schedule. |

Default Work Schedule (Selection List)

The following information is displayed:

| Field Name | Description |
|------------------|--|
| Name | The employee's name. |
| SSN | The employee's Social Security Number. |
| Appt. Date | The date an employee was appointed to a position. |
| Dept | The employee's department number. |
| Agy | The employee's agency number. |
| TKU | The employee's Timekeeping Unit (TKU) number. |
| Hours Start Date | The first day of the pay period that the default work schedule takes effect. |

**DCDS Input Procedures
Default Work Schedule**

Follow the steps below to add, update or delete default work schedules.

| Step | Field Name | Action |
|-------------------------------------|---------------|--|
| Add Default Work Schedule | | |
| | New Button | Click on the New button located at the bottom of the window (or press Alt + N). This displays the Detail Data (New) window to add a new default work schedule. |
| Update Default Work schedule | | |
| | Detail Button | <p>Enter the required selection criteria and click the Select button. Highlight the employee in the Selection List window to be updated.</p> <p>Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window to update a default work schedule.</p> |
| Delete Work Schedule | | |
| | Delete Button | <p>Enter the required selection criteria and click the Select button. Highlight the employee to be deleted.</p> <p>Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window allowing the user to delete the default work schedule.</p> <p>Click on the Delete button located in the bottom right hand corner of the window (or press Alt + D). This deletes default work schedule displayed the Detail Data window.</p> |

DCDS Input Procedures Default Work Schedule

The following window is displayed when the **New** button is clicked. The steps are described on the following page.

The screenshot displays the DCDS 32 software interface. The main window is titled "Default Work Schedule" and contains a "Selection Criteria" section with fields for Dept (07), Agency, TKU, Approver, Bureau, Division, Section, Unit, Sub Unit, and SSN. A "Detail Data (New)" dialog box is open, showing fields for Department (07), Agency, TKU, Start Date (1/21/01), and SSN. The dialog box has "OK" and "Cancel" buttons. The main window also has a "Select" button and a "Detail" button. At the bottom of the main window are buttons for "<=", ">=", "New", "Delete", "Save", and "Close". The status bar at the bottom indicates "Ready".

DCDS 32

File Edit Options Functions Params Reports Window Help

Default Work Schedule

Selection Criteria

Dept: 07 Agency: TKU: Approver: ☐

Bureau: Division: Section: Unit: Sub Unit:

SSN:

Detail Data (New)

Department: 07 Agency: TKU:

Start Date: 1/21/01

SSN:

OK Cancel

Select

Detail

urs Date /2000

<= >= New Delete Save Close

Ready

**DCDS Input Procedures
Default Work Schedule
New Detail Data Window**

Follow the steps below to add a new default work schedule.

| Step | Field Name | Action |
|------|---------------------|---|
| 1 | Department* | Select the appropriate department number from the dropdown list or enter the department number. |
| 2 | Agency | Select the appropriate agency number from the dropdown list or enter the agency number. |
| 3 | TKU | Select the Timekeeping Unit (TKU) number from the dropdown list or enter the TKU number. |
| 4 | Start Date | Select or enter the pay period the default work schedule should take effect. |
| 5 | SSN | Enter the employee's Social Security Number. |
| 6 | OK Button or Cancel | Click on the OK button. This displays the Detail Data window to enter the hours type and hours applicable. Click on the Cancel button to cancel the window. |

**indicates a required field that must be entered*

DCDS Input Procedures

Default Work Schedule

The following window is displayed when the **Detail** button is selected. The steps are described on the following page.

DCDS 03.01.02

File Edit Options Functions Params Reports Window Help

Default Work Schedule

Selection Criteria

Dept: 07 Agency: 01 TKU: Approver: ☐

SSN: -- Name:

Select

Detail

Selection List

Detail Data

Name: BLACKNEY, ANDRE G Start Date: 6/21/00 Modified By: T_HRMND99

SSN: 070-10-1071 End Date: 12/31/22 Modified Date: 7/7/00 14:16:43

| Hours Type | Sum Total | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | PP Total | Tax Group |
|------------|-----------|---|-----|-----|-----|-----|-----|---|---|-----|-----|-----|-----|-----|---|----------|-----------|
| REG1 | | | 8.0 | 8.0 | 8.0 | 8.0 | 8.0 | | | 8.0 | 8.0 | 8.0 | 8.0 | 8.0 | | 80.0 | |
| | | | | | | | | | | | | | | | | | |

Totals: 8.0 8.0 8.0 8.0 8.0 8.0 8.0 8.0 8.0 8.0 8.0 8.0 8.0 8.0 8.0 80.0

New Delete Save Close

DCDS Input Procedures

Default Work Schedule - Detail Data Window

Follow the steps below to update or delete default work schedules.

| Step | Field Name | Action |
|------|---------------------------|--|
| 1 | Hours Type* | Select the Hours Type to be charged from the dropdown list or enter the hours type. |
| 2 | Days of the Week | Enter or adjust the hours for each day of the pay period for the hours type selected. Note: If the default work schedule charges more than one hours type, select the hours type from the dropdown list on the next available row and enter the number of hours. |
| 3 | PP Total | The system automatically calculates and displays the total hours for each week for the hours type. |
| 4 | Tax Group | This field is inactive at this time (may be used in the future). |
| 5 | Totals | The system automatically calculates and displays the total hours for each day. |
| 6 | Modified By/Modified Date | Displays the User ID of the last person who made modifications and the date that modifications were made. |
| 7 | Save Button | Click on the Save button located at the bottom of the window (or press Alt + S) to save all the additions or changes made to the default work schedule. |

**indicates a required field that must be entered*